

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

10

November 5, 2002

FROM: KEITH LEE, Associate Administrative Officer
Economic Development/Public Services Group

SUBJECT: APPROVAL OF TRAVEL REQUEST

RECOMMENDATION: Approve travel request in the amount of \$1,421 for Phil Cothran, Workforce Investment Board member to attend the National Association of Workforce Boards' (NAWB) quarterly Board of Director's meeting in Miami Beach, Florida, from November 15, 2002 – November 17, 2002.

BACKGROUND INFORMATION: The Workforce Investment Board (WIB) consists of representatives appointed by the San Bernardino County Board of Supervisors from the private and public sectors to oversee the operation of job training programs for eligible residents of the County of San Bernardino, in particular the federal Workforce Investment Act (WIA).

NAWB is guided by a 32-member Board of Directors, composed primarily of Workforce Board chairs and past chairs who oversee job training at the local level. Mr. Cothran was elected to the NAWB Board of Directors in February 2002.

Mr. Cothran, as a San Bernardino County WIB member, is responsible for oversight of the County's WIA program and is currently the Chairman of the WIB Economic Development Committee.

County Code Section 13.0618 requires Board authorization of travel and expense reimbursement for all members of all County boards, commissions, and committees.

APPROVAL BY OTHER DEPARTMENTS: This item has been reviewed by the County Administrative Office – Patricia M. Cole, Administrative Analyst III on October 28, 2002.

FINANCIAL IMPACT: The estimated cost for air travel, lodging, and meals is \$1,421. These travel expenses have been budgeted in the Jobs and Employment Services Department's FY 02/03 budget (SAC-JOB) and approval of this item will result in no local cost to the County. Funding is provided through the Workforce Investment Act.

SUPERVISORIAL DISTRICT(S): All Districts.

PRESENTER: Keith Lee, Associate Administrative Officer, 387-5425.

Record of Action of the Board of Supervisors

10